



# MEMORANDUM

## CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Request for Subdivision Approval – 228 Rear Bellew Avenue

DATE: September 29, 2011

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**Request:** For Subdivision Approval of Parcel Number 8-13-102.006 at 228 Rear Bellew Ave.

**Applicant:** Patsy Storino, PLS on behalf of Anthony and Theresa Marra

**Proposed Use:** Residential rear yard

**Property Owner:** Marra Family Living Trust

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**Comments:** This proposal is being submitted for Planning Board review under Chapter A322 (Subdivision Regulations) of the City Code. The Planning Board has the option of not requiring a preliminary plat submission. Since this is a minor subdivision, Staff is processing this application as a final plat. A public hearing is required and notice has been published for it to be held at 4:05 p.m. during the Planning Board meeting. After the public hearing and completion of Part II of the Environmental Assessment Form, the Planning Board will be free to make a decision on the proposal.

The applicant is proposing to subdivide Parcel Number 8-13-102.006, located at 228 Rear Bellew Ave., into two lots. The property is located in the interior of the block bounded by Bellew, Emmett, and Coffeen. The parcel has no street frontage, access to Bellew Ave. is provided by parcel 8-13-107.003, which is of the same ownership. The southerly portion of the divided lot will remain under its current ownership, and the northerly portion will be transferred to the applicants. Approval should be conditioned on "Parcel B" being combined with the applicant's residential lot at 244 Bellew Ave.

After approval, the applicant must submit two (2) reproducible mylars of the plat for signature of the clerk of the Planning Board. One of the mylar copies is to be filed in the County Clerk's Office within 62 days of signing.

### Summary:

1. The applicant shall file a deed with the County Clerk combining the newly created "Parcel B" with parcel 8-13-107.002 at 244 Bellew Ave.

cc: Planning Board Members  
Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Pat Storino